

---

## **Interagency Contracts Coordinating Team (ICCT)**

### **Meeting Minutes**

*February 8, 2005*

---

Attending: Laura Nelson (OFM), Gary Banning (DOC), Melanie Buechel (OSPI), Christopher Carlile (OFM), Susan DeBlasio (DOH), Anne Holm (SAO), Del Hontanosas (CTED), Andy Kramer (DSHS), Jim Matthews (DOH), John Nispel (DOC), and Megan McKay (OFM)

#### **State Grants**

Laura presented the group with the current draft of "Key Considerations for State Grants" for discussion regarding updating this guidance document. She also shared copies of a Canadian grants policy and procedure to show the similarities between the two.

The discussion on grants asked questions such as:

- Who would be eligible for grants?
- What are the business requirements for grantees, and are they different from contractors?
- What are the IRS reporting requirements?
- If a non-profit organization accepts income that is not related to their non-profit side, will they have to pay taxes?

Are these issues that need to be included into the "key considerations" draft document or should people be referred elsewhere to seek answers? The group suggested adding some generic language to the document that refers staff elsewhere, if they have questions related to these issues. This guidance document was not intended to cover these business related issues. OFM will update the document with that language.

#### **Advanced Contracts Training Class**

Laura handed-out the agenda for the advanced contracts pilot session of "Advanced Contracting: Digging into Contract Issues", which will be held March 14, 2005, 8:30am to 4:30pm. The training is taking place at Point Plaza in Tumwater. She encouraged the group to sign-up and to invite others to attend as well.

This class agenda has been updated since last month's ICCT meeting. Laura took the agenda to the last WACs meeting and asked the group for input. She received helpful suggestions and good feedback.

The new training calendar will be posted on the Internet on March 1, 2005. The next advanced contracts training class will be held in May 2005 and Laura wants to encourage people to register quickly because she expects it will fill-up quickly.

In the upcoming class, Laura wants to provide the class with a working exercise at the end of the day to provide emphasis on the top-ten items learned that day. She asked the group for ideas and came up with the following:

- Be sure to have a contract before the work is started.
- Be more specific when writing the Statement of Work.

- Define the differences between contract types.
- How do you define a client?
- Understanding and mitigating risk through contracting – the direct tie.
- The risks that exist in these two areas: activity and contractor.
- The risk throughout the contracting cycle.
- Knowing the General Terms and Conditions of the contract.
- Managing the contractor vs. managing an employee.
- Contracting with current or past employees.
- After the bid is evaluated, how much negotiation is ok?
- Appropriate channels and lines of communication with the RFP Coordinator.
- Emphasis on publicly defensible.
- Payment: Approval, tie the \$\$\$ to the work.
- If you have problems with the execution of the contract, how long do you wait before taking steps to remedy?
- Dispute Resolution – what are the different options – pros and cons – and when do you use the language?
- Define “Salting” and why it is used.

The group acknowledged that program staff and contract staff are likely to extract different information and ideas from the training. Laura now has all of the presenters confirmed. She will put together the PowerPoint presentation and packets for class. After the training, Laura would like a group to get together for some discussion and to critique the class in order to help determine whether the staff needs were met.

### **General Training Update**

Laura inquired about the need for training in other areas of the state. Gary said the biggest need for DOC is for the executive managers as DOC has new leadership. Laura added that there is always a need for more training in the eastern side of the state. She is going to check with other agencies to see if there is any interest there.

### **Miscellaneous**

Some discussion took place about legislation regarding contracts: the living wage (HB 1527) and offshore contracts (HB 1724 and 1725). She will add this to next month’s agenda for more discussion.

### **Next Meeting Agenda**

- Legislation
- ICCT meetings (continue to meet monthly?)

If you have suggestions for other agenda items, please contact Laura Nelson.

### **NEXT MEETING**

March 8, 2005 at 1:30 p.m. to 3:30 p.m. in the OFM IBM Building Large Conference Room.